



CRR Skills Test

Required Information Packet

- Rules and Regulations
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- Cancellation Policy
- Cancellation Form

RULES AND REGULATIONS: CRR, CBC, CCP SKILLS TESTS



The CRR, CBC, CCP Skills Tests are the exclusive property of the National Court Reporters Association. Copyright law protects the Skills Tests. No part of these tests may be copied or reproduced in part or whole by any means whatsoever, including memorization, unless previously authorized by NCRA. The theft or attempted theft of a Skills Test is punishable as a crime.

Candidates are prohibited from using electronic devices of any kind once they have signed in at the test site, with the exception of your writer and computer. Electronic devices include, but are not limited to, audio sync, digital recorders, and any other audio recording and/or screen capture tools. Chief Examiners have the right to inspect a candidate's equipment, including computer settings and desktop recycle bin, before and after the test.

By registering for the test, you have acknowledged that you understand and agree to abide by these procedures. Failure to follow these or any NCRA procedures may result in your automatic failure and being barred from taking NCRA-administered tests for a minimum of three (3) testing cycles or permanently depending on the nature of the violation. NCRA members may also be suspended or expelled from the association.

GENERAL INFORMATION FOR SKILLS TEST CANDIDATES

- You must bring a photo I.D. with you to gain entrance to the exam. Candidates not arriving with identification will be denied entrance to the exam.
- Arrive at the reporting time specified on your Exam Site Information Page. Candidates who arrive late will be denied entrance to the exam.
- Cell phones, pagers and other electronic devices must be turned off, not just muted, and stored until after you leave the testing site.
- If your steno machine has a test mode, the test mode must be used. If you do not know if test mode is available on your steno machine, please contact the manufacturer or your user manual.
- If your machine has an SD card, please be sure it is blank. The Chief Examiner may require you to format the SD card if you are unable to delete the specified test files. Do not send your SD card to NCRA.
- If you have a mechanical problem during the exam, please remain calm and sit quietly. Do not do anything that may distract the other candidates. If the mechanical problem does not prevent you from writing, please continue to write the exam. You will be instructed how to proceed after the audio portion of the exam has finished playing.
- Candidates are prohibited from viewing or handling another candidate's test material. Failure to adhere to this rule will result in automatic failure and may result in a limitation of the candidate's further participation in NCRA tests.
- Candidates are responsible for providing all necessary equipment including a computer, steno machines, printers, software, computers, security keys, data storage devices (blank 3.5 double-sided high-density formatted diskette, compact disk or flash drive/USB drive) and labels, cables, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.
- If you are submitting a data storage device with your test, make sure it is saved as a readable file (ASCII, pdf, Word, plain text file). Do NOT save it in your CAT software format.
- Use of the candidate's own equipment is strictly at the candidate's own risk.
- Do not include the one minute practice test in your final saved/printed transcript.

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- The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off a desk, etc.

CRR, CBC AND CCP CANDIDATES

- A. In every sense, the CRR/CBC/CCP test must be the work product of the individual candidate.
- B. Candidates must use their own dictionary.
- C. Candidates must know how to have their software write an ASCII file double-spaced and with lines no longer than 75 characters.
- D. Candidates are required to convert their file to ASCII format and produce their own ASCII text file, without assistance, on a data storage device (3.5" double-sided high-density formatted diskette, compact disc, or flash drive/USB drive).
- E. Candidates are not permitted to edit their ASCII file.
- F. Candidates who choose not to transcribe must sign the Affidavit of Non-Transcription.
- G. All candidates are required to place the following items in their test envelopes and hand them in to the NCRA room monitor, Do NOT seal the envelope:
 - Paper notes (if produced)
 - ASCII data storage device clearly labeled with ten-digit NCRA ID number
- H. Candidates are required to delete all files relating to the test from their computer.
- I. Candidates are required to delete their note/memory file from their steno machine. Those using systems with flash drives/USB drives will need to delete the flash drive or will need to turn in the flash drive to the Chief Examiner with a self-addressed stamped padded envelope for mailing. Candidates who do not bring a self-addressed stamped padded envelope will have to forfeit their flash drives.
- I. All transcripts are graded according to the NCRA CRR/CBC/CCP Grading Guidelines "*What Is An Error?*"
- J. Immediately after the dictation has finished, you will be instructed to move away from your equipment.

CRR/CBC/CCP EQUIPMENT

1. The set-up and operation of equipment are integral parts of the CRR/CBC/CCP exam. Therefore, candidates should not expect or receive instruction from NCRA representatives or other candidates on how to operate their own equipment.
2. Candidates are responsible for providing all necessary equipment including steno machine, computer and display, cables, data storage devices (two blank diskettes, compact disk or flash drive/USB drive), realtime software, security keys, diskette labels, extension cords (minimum 16-foot recommended), adapters, and surge protector/power strips.
3. Candidates are required to provide their own data storage device(s) (3.5" HD floppy diskettes, compact discs, or flash drives/USB drives). Even if the floppy diskettes are labeled as formatted, we urge candidates to format them again with an IBM or IBM compatible PC.
4. Use of the candidate's own equipment is strictly at the candidate's own risk. The site, the Chief Examiner, and NCRA assume no responsibility should any equipment not perform properly or be dropped, stolen, knocked off desk, etc.

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5. Additional time will not be allowed for equipment failure, accidental erasing of computer files, forgotten items (e.g., cables, power cords), or related events.
6. Candidates must label their data storage device with their ten-digit NCRA ID number (this is your 4-digit site number plus your 6-digit NCRA ID #.). Name or other personal identification is not permitted.

What is an Error?

Grading Guidelines for the CRR Skills Test

October 2011

- The CRR Skills Test consists of five minutes of professionally recorded audio dictation material (Q&A) at 200 words per minute. Passing is 96%. Allowable number of errors is 40.
- The CRR Skills Test is developed based on the rules of punctuation set forth in *The Gregg Reference Manual*, and *Merriam Webster's Dictionary*. Paragraphing is recommended but not required.
- **Automatic Fails:**
 - Two drops of 10 or more words.
 - A submitted ASCII diskette that does not contain printable data.
 - At the conclusion of the dictation, you will be instructed to move away from your equipment. To touch either keyboard before being instructed to do so by the Chief Examiner will result in an automatic fail.
 - *Single-spaced transcripts*.
- The following list of errors will be used as a guideline for correcting tests. In all cases of dispute, the Chief Examiner, guided by all the principles set forth herein, will render the final decision, subject to appeal to the Chair of the Realtime Certification Committee. Please see the bottom of the page for an explanation of errors.

ERROR GUIDELINES

(D=dictated, T=translated)

1. Each omission/duplication of Q and A.

- (D): Q. What day was that?
A. Monday. 1 Error
- (T): Q. What day was that?
_ Monday 1 Error
- (T): Q. What day was that?
Q. Monday. 1 Error

2. Each plural dictated as singular and vice versa.

- (D): Let me check the dates.
(T): Let me check the date². 1 Error

3. Each present-tense verb dictated as past tense and vice versa.

- (D): In other words, you acted as a clerk.
(T): In other words, you act² as a clerk. 1 Error

4. Each misspelled word, each time it occurs.

- (D): baked
(T): bakeed⁸ 1 Error

5. Each wrong word, common name, or mistranslated stroke.

- (D): Mr. Smith followed me home.
(T): Mr. Johnson² followed me home. 1 Error
- (T): Mr. John² son⁹ followed me home. 2 Errors
- (T): Mr. John² son⁹ -in-⁹ law⁹ followed me home. 4 Errors
- (D): I didn't see the car until we hit.
(T): I didn't notice² any² vehicle² until we hit. 3 Errors
- (D): I went down the street.
(T): I went do² you⁹ know⁹ the street? 3 Errors
- (D): humanity
(T): hugh² man⁹ it⁹ tie⁹ 4 Errors
- (T): human² {teu}¹¹ 2 Errors

- (D): firsthand
(T): first² hasn't⁹ 2 Errors
- (T): firsthasn't² 1 Error

5a. Each obvious omitted comma that is required by the rules of punctuation and/or grammar.

- Dates:**
(D): September 20, 1993, is the date.
(T): September 20⁶ 1993⁶ is the date. 2 Errors

- Items in a series:**
(D): The library has books, magazines, newspapers and tapes.
(T): The library has books⁶ magazines, newspapers and tapes. 1 Error

- Direct address:**
(D): Yes, sir.
(T): Yes⁶ sir. 1 Error

- City and state:**
(D): I moved to Vienna, Virginia last year.
(T): I moved to Vienna⁶ Virginia⁶ last year. 2 Errors

5b. Each obvious omitted period that is required by the rules of punctuation and/or grammar.

- (D): I couldn't. He was asleep.
(T): I couldn't⁶ he¹⁰ was asleep. 2 Errors
- (T): I couldn't {FPL}¹¹ he¹⁰ was asleep. 2 Errors

6. Each obvious question mark omitted from an interrogative sentence or added to a noninterrogative sentence.

- (D): Who wants to go?
(T): Who wants to go⁶? 1 Error

7a. Each incorrect number or money figure represented by a word.

To assist with grading, the errors listed in this document have been coded as follows:

- | | | | | |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word | 5. Transposed word | 8. Misspelling | 11. Untranslate | |
| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |

What is an Error?

Grading Guidelines for the CRR Skills Test

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- (D): May one, nineteen fifty one.
(T): May 1, 1815. (18²15^{2,7}) 3 Errors
(T): May 2², 18 15 (18^{2,1} 15^{2,7}) 5 Errors
- (D): One hundred forty three dollars.
(T): \$143.00 or \$143 or 143 dollars. 0 Errors
(T): ⁶143.00 (omitted \$ or “dollars”) 1 Error
(T): \$134².00 or \$134² 2 Errors
- 7b. Numbers zero through nine (0-9) should be written out.
Eleven (11) and above, the numbers should be written as numerals.
Ten (10) can be written either way.**
- (D): one hundred fifty
(T): one hundred 50¹² 1 Error
(T): one hundred fifty¹² 1 Error
(T): 150 0 Errors
- (D): one two nine Main Street
(T): one twenty² nine Main Street 1 Error
(T): 129 Main Street 0 Errors
(T): 192⁵ Main Street 1 Error
- (D): I have five boys.
(T): I have 5¹² boys. 1 Error

*NOTE: Ages from 1-10 can be expressed in words or numerals.

7c. Numbers containing six or more consecutive zeros should have the zeros expressed in words. Numbers ten and below can be written out or expressed as a numeral. Numbers 11 and above should be expressed as a numeral.

- (D): six million
(T): 6 million or six million 0 Errors
- (D): Two hundred forty thousand
(T): 240,000 0 Errors
(T): 200,40,000¹² 1 Error
(T): 200¹ 40,000¹² 2 Errors
(T): 200¹ 40 thousand¹² 2 Errors
(T): 240 thousand¹² 1 Error
- (D) \$1.1 million
(T) one² \$.1 million 2 Errors
(T) 1² \$.1 million 2 Errors

8. Misspelled or noncapitalized names.

- (D): Harley Schmidt
(T): Hardev² Schmitt² 2 Errors
- (D): Bill Frank
(T): bill¹⁰ frank¹⁰ 2 Errors

9. Each contraction written as two words and vice versa.

- (D) I don't know.
(T): I do not¹³ know. 1 Error
- (D): they are
(T): they're¹³ 1 Error

10. Each untranslate.

- (D): Did you stay at the Marriott?
(T): Did you stay at the MAR¹¹ YOT¹¹? 2 Errors

11. Each omitted apostrophe that designates possession.

- (D): The dog ate the cat's food.
(T): The dog ate the cats⁶ food. 1 Error

12. Each conflict and/or any extra words contained in the conflict translation.

- (D): I can take only one pair of shoes.
(T): I can take only one pear² of shoes. 1 Error
- (D): If you remember, please give us the time.
(T): {fur⁹; if⁹ you⁹ are⁹; if you remember}, please give us the time. 4 Errors

12. (cont.)

- (D): This drug will alleviate your pain.
(T): This drug will a² {leave⁹; leaf⁹} ate⁹ your pain. 4 Errors
(T): This drug will Aleve² ate⁹ your pain. 2 Errors

13a. Compound words with a space, changing meaning.

- (D): I walked away from the ballpark.
(T): I walked a¹ way from the ball park. 1 Error

13b. Two words connected that should not be connected.

- (D): He is over the hill.
(T): He is overthe¹ hill. 1 Error

14. Acronyms or initialisms should not contain spaces, Hyphens, or words.

- (D): IRS
(T): I.R.S. 0 Errors
(T): I-R-S (I-³R-³S) 2 Errors
(T): I R S (I¹R¹S) 2 Errors
(T): I H S (I¹H²¹S) 3 Errors
(T): I are S (I¹are²S¹) 3 Errors
(T): Iare S (Iare²¹S) 2 Errors

15. Stacking errors.

- (D): I went home. The victim was there.
(T): I went home⁶ T² victim was there. 2 Errors
- (D): He asked for you. I said you went out.
(T): He asked for U^{2,6} I said you went out. 2 Errors
(T): He asked for. You¹⁰ I said you went out. 2 “

16. Transposition.

- (D): She was once a CEO.
(T): She once⁵ was a CEO. 1 Error

17. Each omitted word.

- (D): I drove and he slept.
(T): I drove⁷. He slept. 1 Error

*NOTE: The essential error is the omission of the word “and.” No error for the period, no error for the capital H.

18. Each added word.

- (D): Yes.
(T): Yes, sir⁹. 1 Error

To assist with grading, the errors listed in this document have been coded as follows:

- | | | | | |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word | 5. Transposed word | 8. Misspelling | 11. Untranslate | |
| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |

What is an Error?

Grading Guidelines for the CRR Skills Test

October 2011

These Will Not Be Counted As Errors:

- A. Use of the word “dollars” instead of the \$ symbol.
- B. Use of the word “percent” instead of the % sign.
- C. Omitted sets of quotation marks or parentheses. (If an opening quote or parenthesis is used, a closing quote or parenthesis must also be used.)
- D. A word that does not translate but forms the correct English word
(NOTE: Translation may be in brackets):
 (D): Hub
 (T): {HUB}
- E. Tests in all uppercase.

To assist with grading, the errors listed in this document have been coded as follows:

- | | | | | |
|------------------------|------------------------------|-----------------|--------------------|-----------------|
| 1. Extra/missing space | 4. Replaced word | 7. Missing word | 10. Capitalization | 13. Contraction |
| 2. Wrong word | 5. Transposed word | 8. Misspelling | 11. Untranslate | |
| 3. Hyphen | 6. Missing/wrong punctuation | 9. Added word | 12. Style | |



SKILLS EXAM CANCELLATION AND SITE CHANGE POLICY

SKILLS TEST CANCELATION POLICY:

- Candidates must submit a completed Exam Cancellation and Site Change form to NCRA prior to the cancellation deadline. Cancellation deadlines are listed on the Exam Cancellation and Site Change form.
- Cancellation requests must be submitted in writing via U.S. mail or fax, or emailed to testing@ncrahq.org. The Exam Cancellation and Site Change form is available at www.ncra.org/testing.
- The balance of the registration fee will be refunded less a **\$35 non-refundable processing fee**.

If a skills test cancellation request is submitted to NCRA after the cancellation deadline, the candidate must be able to provide back-up documentation of the extenuating circumstance which prevented the candidate from taking their exam. Examples of adequate back-up documentation include, but are not limited to:

- Doctors' notes
- Obituaries
- Church bulletins

If a candidate is able to provide sufficient documentation, a refund of the registration fee less a **\$35 non-refundable processing fee** will be issued. If a candidate is unable to document the extenuating circumstance no refund will be issued.

Note: No-show candidates will forfeit their entire registration fee, unless able to provide adequate back-up documentation of an extenuating circumstance **within 30 days of the exam**.

SKILLS TEST SITE CHANGE POLICY:

Important: NCRA cannot guarantee a site change, as the site requested may be full. Site changes are final **ONLY** when candidate receives an updated exam confirmation from NCRA. It is the responsibility of the candidate to verify his or her exam site prior to test day.

- Candidates must submit a completed Exam Cancellation and Site Change form prior to the site change deadline. The site change deadline is listed on the Exam Cancellation and Site Change form.
- Site change requests must be submitted in writing via U.S. mail or fax, or emailed to testing@ncrahq.org. The Exam Cancellation and Site Change form is available at www.ncra.org/testing.

If a site change request is submitted to NCRA after the deadline, the candidate must be able to provide adequate documentation of the extenuating circumstance necessitating the change. If the candidate is able to provide adequate documentation, every effort will be made to accommodate the request. If the candidate received their exam confirmation after the deadline, NCRA will change the candidate's site without penalty.

SITE CLOSINGS

In the unlikely event a site must close due to elements beyond NCRA's control, all candidates will receive a full refund of their registration fee including the processing fee. Every attempt will be made to accommodate these candidates for future exams.

Questions? Please contact the NCRA Member Services & Information Center at 1-800-272-6272, or the Department of Certification and Testing at testing@ncra.org.

Mail or fax requests to:

**NCRA
8224 Old Courthouse Road
Vienna, VA 22182-3808
Fax: 703-556-6291
Attn: Certification and Testing**



SKILLS EXAM CANCELLATION AND SITE CHANGE REQUEST FORM

SKILLS TEST CANCELLATION AND SITE CHANGE DEADLINES

AUGUST 7, 2013: **7/26/13**

AUGUST 17, 2013: **8/9/13**

Name: _____ NCRA ID #: _____

Signature: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: _____ Email: _____

Choose one:

Exam: ☐ Skills Test – August 7, 2013 (Convention)

Exam: ☐ Skills Test – August 17, 2013

Choose one:

☐ I hereby request a **CANCELLATION** of my skills test and a refund of my registration fee. I have read and understand NCRA's exam cancellation policy. I understand that NCRA will retain a \$35.00 non-refundable processing fee.

OR

☐ I hereby request a **SITE CHANGE** for my August 17, 2013 skills test. I have read and understand NCRA's site change policy. I understand the site I am requesting may be full, and my request for a site change is final only upon my receipt of a new NCRA Skills Exam Confirmation.

Change Site from: _____ Change Site to: _____

To view the entire exam cancellation and site change policy, please visit the Required Information for Candidates page: <http://ncra.org/testing>.

If you are requesting a cancellation and refund after the cancellation deadline due to an injury, major illness, family emergency or other extenuating circumstance, please submit back-up documentation with this form. Examples of adequate back-up documentation include, but are not limited to: doctors' notes, obituaries and church bulletins. Please note that processing fees will still be applied. Failure to submit your request with back-up documentation will result in the return of your request without consideration.

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